

Type A Public Work Permit Step by Step

1. Submit Type A Public Work Permit Application.
 - a. The applicant shall submit a completed application to the City including ONE paper copy and ONE PDF version of the plans.
 - b. The fee for a Type A Public Work Permit is \$250 and needs to be paid at the time of submittal.
2. Application is reviewed for completeness.
 - a. If the City decides revisions are required the City will give the applicant a list of revisions and the applicant will be required to submit ONE copy of the revised plans.
 - b. Once acceptable plans have been received, the City will issue a Type A Permit.
3. Applicant constructs the public work.
4. Applicant submits the following materials.
 - a. A signed letter formally requesting the City takes ownership of improvements.
 - b. ONE set of black line "as-built" drawings to the City. His or her submittal shall also include copies of reports of tests on water and sewer line leakage, etc.
 - c. A copy of a non-lien affidavit certifying that all bills in connection with the work have been paid in full.
 - d. Information proving satisfactory provisions in the form of recorded plats or easements ensuring the City's access to the Public Works Facility for purposes of operation and maintenance.
5. The applicant will receive a letter from the City declaring the City's acceptance of Ownership of the Public Work.

CASCADE
LOCKS

CITY OF CASCADE LOCKS
TYPE A CONSTRUCTION PERMIT

Construction involving/serving less than 1/2 acre of property or a single residential or business parcel.

Permit No. _____ Date _____

Applicant _____

Mailing Address _____

Application is made to: Construct _____ Alter _____

_____ Curb/Gutter _____ Roof/Storm Drain _____ Driveway _____ Apron

_____ Parking Lot _____ Sidewalk _____ Other

Description of work: _____

Total Estimated Construction Cost for items listed above: _____

Location of Construction Work:

Assessors' Map and Tax Lot _____ Physical Address _____

Easements Required? Yes _____ No _____ If yes, obtained? Yes _____ No _____

Engineer: _____ Email: _____

Address: _____ Phone: _____

Contractor: _____ Email: _____

Address: _____ Phone: _____

Approval from outside agency(s) Yes _____ No _____

Agency: _____ Date Approved: _____

Proposed Work Schedule: Begin _____ Complete _____

Plans cleared by local, public and private utilities

Two sets of plans attached

For construction involving any excavation work, Oregon Law requires the permittee to locate all underground facilities before start of excavation and take measures to protect the facilities during construction. The telephone number for the Oregon Notification Center is 1-800-332-2344 or 811.

Applicant agrees to comply with the above description of work, attached plans and the regulations of the Cascade Locks Public Works Design and Construction Standards.

Applicant agrees to schedule inspections with authorized personnel by calling City Hall after forming, after base rock, and depth of concrete or asphalt.

Applicant agrees to guarantee all materials and workmanship covered by this permit for a period of one year following acceptance of the improvements by the City.

Applicant agrees to indemnify and hold harmless the City, its officials, representatives and employees from any and all liability resulting from the Applicant's negligent acts for performance of work under this permit.

I have read and agree to the permit conditions as listed above.

Applicant Signature: _____

-----OFFICE USE ONLY-----

Date Application Received: _____, 20____

Plans checked by: _____ Date: _____

Approved Not Approved

Permit Issued: _____, 20____ by: _____

Date Construction Completed: _____, 20____

Date Work Accepted by Public Works or City Engineer _____, 20____

Applicant must also sign a Development Agreement and provide a performance bond with the requirements of the PWCDS specified at the identified location.

Applicant must contact Public Works to set appointment for inspection and approval of size and forming.

Applicant must contact Public Works to set appointment for inspection and approval of depth and compaction of base rock.

Applicant must contact Public Works to set appointment for inspection and approval of depth of asphalt or concrete.